



# BLANDFORD FORUM TOWN COUNCIL

To: All Town Councillors  
Members of the Public & Press

Dorset Council Councillors

Dear Member

## **TOWN COUNCIL PLANNING MEETING**

You are summoned to attend a meeting of the Town Council Planning meeting which will be held in the **Corn Exchange**, Market Place, Blandford Forum on **Monday 6<sup>th</sup> December 2021 at 7.00 pm** to consider the following items. This meeting will also be available to view online using Microsoft Teams [using this link](#).

Linda Scott-Giles  
Town Clerk  
30<sup>th</sup> November 2021

## **A G E N D A**

Prior to consideration of the following Agenda, there will be a democratic quarter of an hour, which may be extended at the discretion of the Committee, during which time members of the public may speak. During the course of the meeting, members of the public and our elected representatives from the Dorset Council may indicate they wish to speak, and, at the discretion of the Chairman, and with the approval of the Members, they may be allowed to do so on points of information only. The Committee may on occasion invite members of the public to comment on specific issues where points of information or their particular knowledge on a subject might prove of benefit to the Committee.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights. Disabled access is available.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. [Minutes of the Meeting held on 1<sup>st</sup> November 2021](#)
5. [Appendix A – New Planning Applications](#)
6. Appendix B – Dorset Council Decisions on Planning Applications and Applications Awaiting Decisions (to be displayed at the meeting)
7. [To consider a temporary Scheme of Delegation to the Town Clerk](#)

8. To consider the recommendations from the Community Governance working group
9. Site Visits/Dorset Council Planning Meetings
10. [Clerk's Report & Correspondence](#)

### **DATES OF FUTURE MEETINGS**

13 <sup>th</sup> December	Finance & Staffing Committee Meeting
20 <sup>th</sup> December	Town Council Meeting (followed by Trust Meeting)
23 <sup>rd</sup> December	Office closes at 12.30pm
27 <sup>th</sup> & 28 <sup>th</sup> December	Bank Holiday

**Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and at [www.blandfordforum-tc.gov.uk](http://www.blandfordforum-tc.gov.uk).**

Twinned with Preetz, Germany



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**PLANNING APPENDIX A – NEW PLANNING APPLICATIONS**  
**Planning Meeting on Monday 6<sup>th</sup> December 2021**

	Application & Date	Application Details	Comments/ Blandford + Neighbourhood Plan 2011-2033
1	P/FUL/2021/02248 The Charity of William Williams 3 <sup>rd</sup> November 2021	<b><u>26-28 Bastard House Market Place</u></b> Change of use & conversion of the rear part of the ground floor & first & second floors (no.28) from a retail unit to residential flat including internal & external refurbishment	B8 – Primary Shopping Area B11 – Managing Design in the Conservation Area
2	P/LBC/2021/02249 The Charity of William Williams 3 <sup>rd</sup> November 2021	<b><u>26-28 Bastard House Market Place</u></b> Alterations to facilitate conversion of the rear part of the ground floor & first & second floors (no.28) from a retail unit to residential flat including internal & external refurbishment	B8 – Primary Shopping Area B11 – Managing Design in the Conservation Area
3	P/VOC/2021/04244 Mr & Mrs L Bates 25 <sup>th</sup> October 2021	<b><u>12 Cadley Close</u></b> Erection of first floor Extension (variation of condition 2 of planning permission P/HOU/202/00096 (Plans) – Alterations to East Elevation and amendment to materials)	
4	P/HOU/2021/04623 Mr M Coker 11 <sup>th</sup> November 2021	<b><u>45 Salisbury Road</u></b> Erect replacement garage, modify vehicular access. Increase height of boundary wall along road frontage and erect fencing on top. Increase ground level height of garden.	B11 – Managing Design in the Conservation Area
5	P/FUL/2021/04082 Mr Gulbins 11 <sup>th</sup> November 2021	<b><u>Blandford United Football Club, Park Road</u></b> Creation of concrete hardstanding in front of clubhouse	B11 – Managing Design in the Conservation Area
6	P/FUL/2021/02899 Mrs J McKechnie 10 <sup>th</sup> November 2021	<b><u>12 St Leonards Avenue</u></b> Demolish existing garage.	B11 – Managing Design in the Conservation Area
7	P/FUL/2021/02634 Steve Thorne 11 <sup>th</sup> November	<b><u>43-43A East Street</u></b> Conversion of building to provide 4 No. residential apartments. Reconfigure retail space (Class E), external alterations including extension over outbuilding at first floor level; new doors, windows, rooflights and internal remodelling.	B8 – Primary Shopping Area B11 – Managing Design in the Conservation Area

	Application & Date	Application Details	Comments/ Blandford + Neighbourhood Plan 2011-2033
8	P/LBC/2021/02635 Steve Thorne 11 <sup>th</sup> November 2021	<a href="#"><u>43-43A East Street</u></a> Conversion of building to provide 4 No. residential apartments. Reconfigure retail space (Class E), external alterations including extension over outbuilding at first floor level; new doors, windows, rooflights and internal remodelling. Carry out all internal and external alterations in association to this.	B8 – Primary Shopping Area B11 – Managing Design in the Conservation Area
9	P/LBC/2021/01539 Mr William Foster 17 <sup>th</sup> November 2021	<a href="#"><u>11 Market Place</u></a> Repairs to felt flat roof	B8 – Primary Shopping Area B11 – Managing Design in the Conservation Area

**Previous applications:**

Application & Date	Application Details	Town Council	Dorset Council
P/HOU/2020/00096 Mr & Mrs L Bates 13 <sup>th</sup> October 2020	<a href="#"><u>12 Cadley Close</u></a> Erection of first floor extension	<b>The Town Council has no objections to the application, as it is not encroaching and there is no loss to neighbouring amenities</b>	<b>Granted</b>
P/VOC/2021/04244 Mr & Mrs L Bates 25 <sup>th</sup> October 2021	<a href="#"><u>12 Cadley Close</u></a> Erection of first floor Extension (variation of condition 2 of planning permission P/HOU/202/00096 (Plans) – Alterations to East Elevation and amendment to materials)	<b>The Town Council objects to this as there is no information to make a decision.</b>	

## To consider a temporary Scheme of Delegation to the Town Clerk

### **Report**

Due to the recent government announcements provisions should be made in case face-to-face meetings are no longer able to take place in December or January. Currently there is no regulation for remote meetings in place – without a Scheme of Delegation – and therefore Councillors should consider a temporary Scheme of Delegation to the Town Clerk.

The Scheme would be backed up by the meetings plan as usual. This would mean that Committee and Full Council meetings could go ahead virtually and instead of making decisions, would recommend decisions to the Town Clerk, who would then enact those recommendations under the temporary delegation (draft Scheme of Delegation in [Annex 1.](#))

The scheme would remain in place until it is decided that a return to face-to-face meetings is appropriate, or that the delegation should cease for any other reason.

This does not include the setting of the budget for 2022/23 and the precept request as this cannot be delegated to an officer. The deadline to submit the precept request to Dorset Council is 31<sup>st</sup> January 2022 so a meeting, in person, would be required for that important item.

### **Recommendation**

This has been highlighted by other clerks, concerned about this period of uncertainty, and it is recommended that Councillors consider introducing a Scheme of Delegation should the council not be able to meet.

Linda Scott-Giles  
Town Clerk  
29<sup>th</sup> November 2021

## **Annex 1 – Temporary Scheme of Delegation**

1. Section 101 of the Local Government Act 1972 provides:
  - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
  - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
4. In an emergency the Proper Officer is empowered to carry out any function of the Council.
5. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

### **Delegation to The Proper Officer**

6. As a temporary measure, to allow for effective decision making whilst Covid-19 restrictions and considerations are in place, the Proper Officer may be empowered to take any and all decisions recommend to them by the relevant Committee or Full Council.
7. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.
8. The Proper Officer may not take additional decisions that would normally be taken by a Committee or Full Council unless that Committee or Full Council has met in a meeting suitably convened under the requirements of the Local Government Act 1972, and made available to the public to view (where not covered by confidentiality) and expressly agreed for that decision to be enacted via this temporary delegation.

### **Full Council matters**

9. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
  - To appoint the Chairman and Vice-Chairman in May each year
  - To sign off the Governance Statement by 30 June each year
  - To set the Precept
  - To appoint the Head of Paid Service (Town Clerk)
  - To make byelaws
  - To borrow money
  - To consider any matter required by law to be considered by Council

## Clerk's Report & Correspondence

Planning Application - P/CLP/2021/04283 - Ms Barton - [50 Westbury Way](#) - Use of dwelling as children's home – The Assistant Town Clerk obtained an extension of time for this application. However, the Dorset Council has granted this application and no comments are required from the Town Council.

Community Governance Review – Blandford St Mary, Bryanston and Pimperne Parish Councils have responded to the invitation from the Chairman of Council, Cllr Lee Hitchings, to meet and discuss the Community Governance Review proposals of Blandford Forum Town Council. All three councils have declined a meeting.

Trees – A large horse chestnut at Park Road recreation ground suffered substantial damage in Storm Arwen. Fortunately, this tree was due to be removed due to disease and decay and the Operations Manager had submitted an application with Dorset Council to carry out the works. He has since informed Dorset Council of the damage and the remaining required works will be carried out under Regulation 14, which relates to dead and dangerous trees.